



# Pine Grove Community Service District

State Water System ID# 0310005

## Board of Directors Meeting

~ Summary of Meeting Minutes ~

This meeting was tape-recorded

Pine Grove, Amador County, California

August 25, 2021  
9:00 a.m.

The Board of Directors of the ***Pine Grove Community Services District*** met at its office, 19840 State Highway 88, Pine Grove, California, adjacent to the Pine Grove Community Fire House, on the above date and time, at which the following proceedings took place.

### Directors Present:

President	-- Mr. Kevin McCann
Vice President	-- Mr. Richard Schultz -
Director	-- Ms. Dorrie McDonough
Finance Officer	-- Mr. Richard Schlaman
Director	- Mr. Michael Bowers -Absent

### Staff Present:

General Manager	-- Lori Arnberg
Water/Park Operator	- Michael Murray

### Guest:

9:00 a.m. Board President Kevin McCann called to order today's Board of Directors meeting of the ~ ***Pine Grove Community Services District.*** ~

## CORRESPONDENCE REGISTER

President McCann invited the Directors to take note of the following items in the Register:

1. AWA minutes & agendas - on clipboard
2. County / LAFCO / Upcountry Council notices - on clipboard
3. CRWA/CSDA/Senator's update and information - on clipboard



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## 1) STAFF REPORTS

### General Manager's Report -

- Mtg minutes 8/11/2021 were reviewed by the Board.

MOTION was called for by Bd. President McCann Director Schultz moved, Director McCann seconded, and with Aye votes by Directors McCann, Shultz, Schlaman, and McDonough the Board offered approval to accept the meeting minutes from 8/11/2021.

- Audit - The Audit was completed last week and went well. Some items that were noted included the need for a formal contract from Campbell's construction, one large billing error that was caught and corrected and the need to move a large line repair from capitalization. The Tank Replacement project does not require a "Single" audit but the financial transactions for this project were included in this audit. The Auditor speaks highly of the work done by our Accounting Service.
- The survey and application for State Covid-19 relief for customers who have fallen behind on payments has been submitted and we are waiting on the request for detail. There is an estimated \$5,400.00 in past due payments from Covid-19 impacts.
- AWA Meeting - There will be an AWA Board Meeting on 8/26/21 with Water Conservation included on the agenda,

### Water Operator's Report - Please see written report

- Michael Murray, Water/Park Operator expressed concern that customers who purchased property many years ago and paid their fees but did not have a meter set are now wanting to have a meter installed but the old infrastructure is set up for  $\frac{3}{4}$ " instead of 1". Lori will draft an update to new connections in our rules and regulations for the next meeting.

## 2) OLD BUSINESS ~ items to Review for Discussion and Possible Action -

- Container for storage at the tank yard - The Directors discussed some new containers researched by Director Schultz. Construction storage containers and large sheds were also discussed as potential alternatives. This item will continue to the next meeting while further research is done.



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## 3) NEW BUSINESS ITEMS – None

## 4) COMMITTEE REPORTS -

### *Water Committee - Vice President Schultz and Director Bowers ~*

- **Continuing discussion regarding the water tank project** – The old tanks are removed and paving is in process. The trees will be removed when the paving is complete. There is enough money in State reimbursements to begin payments on the Bridge Loan.
- **Meter Replacement** – No Updates
- **Water Analysis** – After next billing period
- **Infrastructure Needs** – RCAC TA request is pending State approval.
- **Water line extension** – Lori sent in a request to the Amador Fire Council for possible funding and will attend their meeting next month. Lori is also trying to connect with our new USDA contact to see what funds may be available through the Hazard Mitigation Plan.

## 6) **Personnel & Safety Committee** – Director McDonough and President McCann

- Director McCann had the office heating and air conditioner repaired.

## 7) *Pine Grove Community Service District Park President McCann and Director McDonough –*

- The back of the park has new plants and the water lines have been changed to a drip system.
- Lori is seeking a waiver on some requirements for the grant.

## 8) *Governmental Affairs Committee Director Schlaman –*

- Director Schlaman noted that there is a two day Seminar for Districts that has been announced by CSDA; Lori will research and see if the topics will be helpful for the District.

## 9) *Grants & Finance Committee – Director Schlaman –*

- July financials were reviewed and Director Schlaman needs clarification on some items; Lori will schedule a meeting with the Accountant and approval of the financial statements will be moved to the next meeting.

## 10) **Closed Session** – None



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## **DIRECTOR & STAFF ADDITIONAL COMMENTS – None**

### **ADJOURNMENT**

As there were no additional comments and with Board acceptance, President McCann adjourned today's Board of Directors Meeting at 10:12.

**The Board will meet on the 2nd and 4th Wednesdays at 9:00 a.m.**

Respectfully submitted - Lori Arnberg, Clerk to the Board of Directors